

1 JANUARY 1986

Training

FLIGHT CLINICS

This regulation establishes procedures for authorizing, funding, and reporting Civil Air Patrol (CAP) flying clinics.

1. Introduction. The National Executive Committee (NEC) established the CAP flight clinic program to promote greater pilot proficiency and enhance CAP flying safety. Corporate funds are available to help CAP members defray the costs of conducting and participating in authorized flight clinics and CAP-MAP points are earned based upon participation.

2. Purpose. The purpose of the flight clinic program is to increase or maintain basic flight skills of CAP pilots by offering an annual opportunity to participate in a formal, structured ground and flight activity. It is not intended to train observers or pilots in search and rescue procedures or techniques, or to train student pilots for a private pilot certificate. During the flight phase, however, if the instructor is appropriately qualified and all appropriate maneuvers are performed, the FAA biennial flight review, the annual CAP Form 5 flight check, and/or the biennial Mission Pilot Flight Check, may be accomplished.

3. General. CAP flight clinics may be organized, sponsored, and conducted by squadron, wing, or region CAP units or by an external agency such as the FAA, Aircraft Owners and Pilots Association (AOPA), state aeronautics commission, etc. The clinic may even be a combined effort of the CAP and these other agencies, but must include both a ground and a flying phase to qualify for corporate funding and CAP-MAP credit. All CAP member pilots are encouraged to attend flight clinics, but reimbursement and CAP-MAP credit can only be given once each calendar year to the CAP pilot participants.

4. Funding. If requested, reimbursement from corporate funds will be made to CAP units sponsoring/cosponsoring authorized flight clinics on the basis of \$20 per CAP pilot participating until budgeted funds are no longer available. Units are encouraged to conduct their planning of flight clinics in order to obtain early approval; thereby ensuring sufficient funds are reserved and available. Funds are released to the units only after the final report is processed by National Headquarters CAP/DO. Units will then reimburse eligible participants for out-of-pocket expenses. (Units may withhold sufficient funds to cover expenses for items such as printing, postage, administrative supplies, and ground instructors, not to exceed \$2.50 per participant.)

5. Procedures. Three basic steps are required to obtain corporate funds and/or CAP-MAP credit for conducting a flight clinic: the clinic must be authorized by the National Headquarters prior to the clinic; the clinic must include both a ground and flight phase; and the clinic must be documented and reported properly.

a. Obtaining Authorization. Authorization by National Headquarters is obtained as follows:

(1) Units will request approval from their wing headquarters. Wings will forward approved requests to National Headquarters CAP/DO no later than 30 days before the requested flight clinic date. Wings will send an information copy of request and approval to their USAF-CAP wing liaison officer.

(2) Request will include the following information:

(a) Name of the unit conducting and/ or sponsoring the clinic.

(b) Names of organizations cosponsoring the clinic, if any.

(c) Location and date of the clinic.

(d) The anticipated number of CAP pilots who will participate in both phases of the clinic.

(3) A letter authorizing the clinic for corporate funding/CAP-MAP credit and the required documents will be sent to the requesting unit by National Headquarters CAP/DO with an information copy to the wing headquarters and wing LO. The amount of corporate funds reserved will be based on the information provided in the request.

b. Conducting the Clinic. Information which will assist units in planning, conducting, and reporting a clinic is listed on the checklist provided at attachment 1. The clinic must include a ground and flight phase. The flight phase should be completed within 60 days following the ground phase, but if weather or other factors require an extension, up to 30 additional days may be requested in writing from the National Headquarters CAP/DO.

Supersedes CAPR 50-11, 1 May 1985. (See signature page for summary of changes.)

OPR: DOO

Approved by: Col Clyde O. Westbrook, Jr.

Distribution: In accordance with CAPR 5-4.

(1) Ground Phase. This is the academic portion designed to increase pilot understanding of the principles of flight, rules of flight, and other subjects which directly affect safe flight operations. The typical ground school outlined in attachment 1 may be modified to satisfy the unique needs of individual units, but must include instruction in each of the four major areas.

(2) Flight Phase. This is a comprehensive in-flight accomplishment of the maneuvers required to operate an aircraft safely. The flight is to be conducted with a CAP check pilot or a CAP instructor pilot. Nonmember CFIs are not authorized to instruct or administer check rides unless a waiver to CAPR 60-1 is obtained from National Headquarters CAP/DO. (See CAPR 60-1, paragraph 3-9)

c. The Final Report. A final report must be submitted to National Headquarters CAP/DO for all clinics which will receive either reimbursement and/or CAP-MAP credit. A copy of the final report will be forwarded to the wing liaison office through the wing headquarters. The report must be postmarked within 30 days after the clinic completion. To ensure credit for the completed CAP-MAP year, reports of year-end clinics

OFFICIAL

SIGNED

MICHAEL D. DUTO, Lt Col, USAF
Director of Administration

Participation

SUMMARY OF CHANGES.

This regulation has been revised to simplify flight clinic final reporting procedures. The project officer will complete the "Flight Clinic Final Report" (attachment 2) and "Attendance Roster and Certification of Flight Clinic Participation" (attachment 3); wing commanders will certify the number of pilots who are entitled for reimbursement and CAP-MAP crediting by signing in the appropriate locations (para 5c(3)); and nonmember CFIs are no longer authorized to serve as check pilots (para 5b(2))). Incorporates NEC direction that reimbursement/CAP-MAP credit be given only once each year per pilot participant.

must be mailed before 15 January. Inputs received too late for close-out *will not receive credit*. Reports will include:

(1) Completed copy of "Flight Clinic Final Report" (see attachment 2).

(2) An "Attendance Roster and Certification of Flight Clinic Participation" signed by each pilot signifying completion of all required training (see attachment 3).

(3) Certification by the wing or region commander (or designee), as a corporate official, that those personnel listed on the attendance roster are eligible for CAP-MAP credit and/or reimbursement. (The wing commander or designee will line through and initial any person not eligible for CAP-MAP credit or reimbursement.)

d. Once the unit's final report is processed by National Headquarters CAP/DO, funds reserved for approved clinics will be released to the sponsoring CAP unit.

6. Documentation. Documentation created by this regulation will be maintained and disposed of in accordance with CAP Regulation 10-2.

JOHN T. MASSINGALE, JR., Col, USAF
Executive Director

3 Attachments

1. Flight Clinic Checklist
2. Flight Clinic Final Report
3. Attendance Roster and Certification of Flight Clinic

Flight Clinic Checklist

1. Establish a tentative date for the clinic.
2. Screen the squadrons within the wing to determine an approximate attendance.
3. Ground school curriculum (See CAPR 50-11, para 5b(1)).
 - a. Flight Rules/Regulations
 - (1) CAPR 60-1
 - (2) FAA Regulations
 - b. Flight Procedures
 - (1) Navigation (Enroute/Search)
 - (2) VFR/IFR Procedures
 - (3) Terminal Area Procedures
 - (4) Aviation Weather
 - (5) Flight Planning/Flight Plans
 - c. Flight Operations
 - (1) Use of Checklists
 - (2) Aircraft Performance Review
 - (3) Ground/Airborne/Landing Emergencies
 - (4) Crosswind Limits/Landing Techniques
 - d. Safety
 - (1) Mountain Flying
 - (2) Marginal Weather Flying
 - (3) Aircraft Inspection Requirement
4. Obtain instructors:
 - a. FAA General Aviation District Office
 - b. Flight Service Station
 - c. Weather Bureau
 - d. AOPA
 - e. State Aeronautics Commission
 - f. Fixed Base Operators
 - g. Wing Membership
5. Arrange for Flight Instructors. (See CAPR 50 11, para 5b(2).)
6. Finalize the date and place of the clinic.
7. Review CAPR 50-11 authorization procedures.
8. Make a formal request for National Headquarters authorization in accordance with CAPR 50-11, paragraph 5a.
9. Complete the ground phase and have all participants fill out the attendance roster (atch 3) with the exception of their signature. (Roster provided by National Headquarters CAP/DO).
10. Complete the flight portion and have each pilot sign the attendance roster to certify completion of both phases of the clinic.
11. Review CAPR 50-11 reporting instruction.
12. Complete the final report (atch 2) and screen the attendance roster for accuracy and verify all signed individuals have completed both phases of the clinic.
13. Have wing commander or designee review the attendance list and certify only CAP pilots are submitted for reimbursement and CAP-MAP credit, and that listed attendees have not been previously reported in the same CAP-MAP year.

Flight Clinic Final Report**Date:** _____

UNIT/WING SPONSORING FLIGHT CLINIC: _____

LOCATION OF FLIGHT CLINIC: _____

DATE OF GROUND PHASE _____

FLIGHT PHASE _____

NUMBER OF CAP PILOTS COMPLETING BOTH PHASES OF FLIGHT CLINIC: _____

SUMMARY OF EVENTS:

LIST OF GROUND AND FLIGHT INSTRUCTORS AND THEIR QUALIFICATIONS:

SIGNATURE OF
FLIGHT CLINIC PROJECT OFFICER1 ATCH
ATTENDANCE ROSTER(PLEASE SUBMIT FLIGHT CLINIC FINAL REPORT TO NATIONAL HEADQUARTERS CAP/DO WITHIN 30 DAYS
AFTER CLINIC COMPLETION.)

Attendance Roster and Certification of Flight Clinic Participation

CLINIC HELD ON _____ SPONSORED BY _____

NOTE: Only those participants who are eligible for reimbursement and CAP-MAP crediting should sign below.

	PRINTED NAME	CAP SERIAL NO.	MEMBER'S UNIT CHARTER NO.	SIGNATURE/DATE (AFTER FLIGHT PHASE)
1.				
2.				
3.				
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25.				

WING CERTIFICATION: I certify that the above signed individuals have completed both phases of the flight clinic in accordance with CAPR 50-11, and are eligible for reimbursement and CAP-MAP crediting.

